

SECRET

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140125-4  
REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR/ ☐ -8

25X1

1. TITLE OF REPORT (If a fill-in report include Form No.)

☐ Sales Store Financial Statement (Copy)2. TYPE  
OF  
REPORT☐ STATISTICAL☒ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

LOGISTICS

MEDICAL

TRAINING

SECURITY

☒ FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED  
25. FREQUENCY (weekly, monthly, quarterly, etc.)  
Monthly6. DISTRIBUTION (No. of components not  
number of copies)  
27. FORMAT (memorandum, form  
computer print-out, etc)  
Memo. Acctg.

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

EA/OTR

10. PREPARING COMPONENT (include lowest level  
contributing information to report)Finance Office, ☐11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)0 (Sales, Purchases and monthly inventories  
of Sales Store.)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY<br>RATE | X | HOURS PER<br>REPORT | = | COST PER<br>REPORT | X | TIMES<br>PREPARED | = | COST PER YEAR    |
|-------|----------------|---|---------------------|---|--------------------|---|-------------------|---|------------------|
| GS5   | 3.60           |   | 1                   |   | 3.60               |   | 12                |   | \$ 43.20         |
| GS7   | 4.50           |   | 2                   |   | 9.00               |   | 12                |   | 108.00           |
| GS8   | 4.90           |   | 2                   |   | 9.80               |   | 12                |   | 117.60           |
| GS12  | 8.00           |   | 1                   |   | 8.00               |   | 12                |   | 96.00            |
|       |                |   |                     |   |                    |   |                   |   | <u>\$ 364.80</u> |

## B. COSTS OF COMPUTER PRODUCED REPORTS

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

TOTAL COSTS PER YEAR

\$364.80

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.Status of Sales Store Operating Costs ☐ Submitted for information review 25X1  
to Headquarters parent component. Original report for review by management and filed  
at ☐ OTR.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS ☐ OTHER (explain)  
☐ CHANGE  
☐ DISCONTINUE
MAN-HOURS  
25X1  
0DOLLARS  
0 STAT

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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Finance Officer, ☐